



INSTRUCTIONS FOR INITIAL REGULAR WORK PERMIT/TEMPORARY WORK PERMIT

The Gambling Control Act requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. An application for a work permit (CGCC 021 (Rev 08-03)) shall be made to the California Gambling Control Commission (Commission) when the local licensing authority does not have a work permit process in place, or where a work permit is not required by the local licensing authority of a city, county, or city and county.

All individuals applying for a regular work permit must complete and submit the following:

1. Parts I and III & IV of the Initial Regular Work Permit/Temporary Work Permit Application (CGCC 021 (Rev 08-03)).
2. Work Permit Questionnaire (DGC-LIC.049 (Rev.09-00)).
3. Authorization to Release Information (DGC-LIC.072 Rev 2-00)).
4. A 2X2 inch, passport-style color photograph taken within the last 30 days.
5. A photocopy of your current California Driver's License or California Identification Card.
6. If you have been naturalized, provide a legible photocopy of your Certificate of Naturalization.
7. If you are a resident alien, provide a legible photocopy (front and back) of your resident alien card.
8. A non-refundable \$250.00 application fee. Checks should be made payable to the **California Gambling Control Commission**. This application fee is in addition to the fee paid to the Live Scan provider for processing your fingerprints.
9. Fingerprints must be submitted via Live Scan as follows:
Take the Request for Live Scan Service (BCII 8016) form to a live scan provider, whereupon fingerprints will be processed via Live Scan. **Applicants must pay for the cost associated with processing and transmitting of his/her fingerprints via Live Scan directly to the agency providing the Live Scan Service.** Call the Live Scan facility to determine if an appointment for fingerprinting is required and the preferred method of payment (e.g. cash, cashier's check, etc.). After the fingerprints have been taken, return the **second** copy of the Request for Live Scan Service form with the work permit application package to the Commission.

In addition to the above requirements, all applicants wishing to be considered for the issuance of a temporary work permit must complete and submit the following:

1. Part II of the Initial Regular Work Permit/Temporary Work Permit Application.
2. A second 2X2 inch, passport-style color photograph taken within the last 30 days.
3. A non-refundable \$25.00 application fee made payable to the **California Gambling Control Commission**. This fee is in addition to the above noted non-refundable application fee for the regular work permit. The total fee due for a temporary work permit is \$275.00.

If the applicant does not submit all of the required documents for a temporary or regular work permit, the application is considered incomplete and will be returned to the applicant within 5 days of its receipt. In a cover letter, the Commission will state why the application is incomplete and what documents or information will be required if the application is resubmitted. The application will not be referred to the Division for investigation until it is complete and includes all of the required information as stated above.



The application for an initial regular work permit/temporary work permit can be mailed to:

**California Gambling Control Commission
Licensing and Compliance Division
P.O. Box 526013
Sacramento, CA 95852-6013**

For overnight or express delivery please send to:

**California Gambling Control Commission
Licensing and Compliance Division
2399 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833**

If an applicant wishes to withdraw his or her application for a work permit anytime prior to final action, a written request must be submitted to the Commission. The request must establish that withdrawal of the application would be consistent with the public interest and the policies of the Gambling Control Act. If an applicant has applied for a temporary work permit and submits a request to withdraw the application for a regular work permit, the application for a temporary work permit shall be deemed abandoned. Application fees are non-refundable should an application be withdrawn at any time after its submittal to the Commission.

If a valid work permit holder wishes to obtain a transfer of an existing work permit to another licensed gambling establishment, an Application for Transfer of Work Permit (CGCC 022 (Rev 10-02)) must be completed and submitted to the Commission. Please refer to the Instructions for Transfer of Work Permit Applicant (CGCC 022A (Rev 10-02)) when completing an application to transfer a work permit.

All applications, whether or not a temporary work permit is issued, will be referred to the Division of Gambling Control for completion of a background investigation prior to the issuance of a regular work permit. All regular work permits will be subject to approval by the Commission at a scheduled public meeting. The Division may request additional forms and documentation necessary to complete the investigative process. Please be aware that any delay in providing requested information to the Commission or the Division, may delay the issuance of either a temporary or a regular work permit.

A work permit applicant is seeking the granting of a privilege. The burden of proving qualifications is at all times on the applicant.

The applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action or financial loss that may result from action with respect to the submitted application.

Any questions regarding the work permit application process may be directed to the Commission at:

California Gambling Control Commission
P.O. Box 526013
Sacramento, CA 95852-6013
(916) 263-0700

You may also visit the Commission's website at www.cgcc.ca.gov to view and print forms or instructions and for other helpful resources and information.